

Sanitized Copy Approved for Release 2011/06/22 : CIA-RDP88G01332R001301540004-4

TRANSMITTAL SLIP		DATE
TO:		
<del>EXA/DDA</del> Subject		
ROOM NO.	BUILDING	
REMARKS:		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO.  
1 FEB 56 241

REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)

Sanitized Copy Approved for Release 2011/06/22 : CIA-RDP88G01332R001301540004-4

86-2039X

1 December 1986

MEMORANDUM FOR: Chairman, DCI/MAG

FROM: 

Executive Officer, OMS

SUBJECT: Publicizing EAP Services

REFERENCE: Memo from C/DCI/MAG to ExDir dated  
2 October 1986, subject: The Agency's  
HELP Program (ER 86-4534)

1. In response to your request, attached are copies of materials publicizing the EAP. The chronology of their appearance is as follows:

Fall 1984	Notice of EAP services to all employees
Fall 1984	EAP brochure enclosed with all paystubs
Summer 1985	EAP announcement of Breast Cancer Support Group
Fall 1985	Reminder notice on EAP to all employees
Fall 1985	EAP announcement of Parents Drug Support Group
Fall 1985	EAP telephone stickers included with all paystubs
Spring 1986	EAP poster in Headquarters and outbuildings
Spring 1986	Cable to all RMO's describing EAP services for overseas employees and family members
Spring 1986	DDO cable to field describing Agency services to families including EAP
Spring 1986	OMS Newsletter for all employees; lead article on OMS services for employees and families describes EAP in detail
Fall 1986	Agency poster in Headquarters and outbuildings
Spring 1986	Brochure will be included with paystubs again

2. In addition to all the printed promotional materials, the EAP Coordinator did 72 presentations on the EAP to a total of 2,041 Agency employees during FY 1986. These presentations and promotional materials already have produced more clients than our current EAP resources can handle in a timely fashion.

Attachments

FILE: 100-29

Date

**ROUTING AND TRANSMITTAL SLIP** 16 OCT 1986

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. DIRECTOR OF MEDICAL SERVICES	J	20
2. DD/MS	B	29 Oct
3. EXC		
4.		
5.		

<input checked="" type="checkbox"/> Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

**REMARKS**

#1 - ACTION AS APPROPRIATE. (See the note to me from EA/ExDir on the routing sheet.)

Thanks,

1 → 2-93 let's discuss

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
EXA/DDA <span style="float: right;">JF</span>	7D24 HQS
	Phone No.

5041-102

USGPO 1985-421-529/320

**OPTIONAL FORM 41 (Rev. 7-76)**  
 Prescribed by GSA  
 FPMR (41 CFR) 101-11.206

## ROUTING AND RECORD SHEET

EP 86-4334

SUBJECT: (Optional)

The Agency's HELP Program

FROM:

Chairman, DCI MAG  
1016 Ames

EXTENSION

NO.

DATE

3 October 1986

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

ER

4 OCT 1986

O

2.

ES

7 Oct 1986

3.

EXDTR

WJ

4.

~~King (Jeter)~~

5.

6.

EXA / DDA

10 OCT 1986

10/16

JL

7.

D/OMS (for action)

8.

9.

ES (file)

10.

11.

12.

13.

14.

15.

3 to 6:

Jim,  
EXDTR thinks the  
observation contained in  
para. 2 of [redacted] memo  
is constructive. You might  
want to explore the idea  
of an HP with OMS.

DCI  
EXEO  
REG

ADMINISTRATIVE-INTERNAL USE ONLY

2 October 1986

MEMORANDUM FOR: Executive Director  
THROUGH: Executive Secretary  
FROM:   
Chairman, DCI/MAG  
SUBJECT: The Agency's HELP Program

1. The DCI MAG recently looked at the question of the Agency's HELP Program and whether any one was using it. It was suggested to the MAG that some employees might be nervous about telling Agency officials about personal problems out of fear that this might be damaging to their careers. One member of the MAG agreed to look into this issue, and I am forwarding her report to you because I think it is instructive.

2. The DCI/MAG has concluded that the HELP Program seems to be doing what was intended when it was established. Perhaps OMS might, at some point, publish a notice to employees informing them that a large number of employees are using the program. This might make others feel more comfortable about seeking HELP when they need it.

ADMINISTRATIVE-INTERNAL USE ONLY

~~CONFIDENTIAL~~

29 September 1986

MEMORANDUM FOR: Chairman, DCI/MAG

FROM:  Member, DCI/MAG

SUBJECT: Findings on Employee Assistance Program

Attached you will find information on the Employee Assistance Program as reported to the DCI/MAG on 15 September 1986.

Attachment:  
As stated

~~CONFIDENTIAL~~

## CONFIDENTIAL

1. As part of its focus on personnel issues related to employee retention and morale, the DCI/MAG recently looked into the Employee Assistance Program. While the EAP is relatively new and does not consist of a large staff, the MAG learned that it has achieved a considerable measure of success in providing assistance to employees with problems. Our specific findings are as follows:

A. Background - The FAP was founded in 1984 and is structurally part of the Office of Medical Services. Before the establishment of the EAP, employee problems were handled by the Drug/Alcohol Abuse Program and a Psychiatric Program. The EAP currently consists of three branches - Counseling Branch, which does all of the referrals and consists of two counselors; Alcohol/Drug Program, which consists of three counselors; Fitness Program, which sets up diet programs or medical treatment. The FAP handles problems of both employees and dependents and uses both in-house and external resources. The employee incurs an expense only when external resources are used and, depending on the nature of the problem, the cost of treatment may be partially or entirely covered under the employee's health insurance program.

B. Records and Referrals: While a natural suspicion exists among some Agency employees that seeking help from EAP would result in some sort of record in their personnel files, the FAP does not record in any official manner the fact that an employee is undergoing treatment for a problem. (Drug and Alcohol problems, however, are exceptions since they are security related.) Also, in a situation where the employee is treated by in-house resources, such as for psychiatric problems, a record is kept in the psychiatric file, not in the employee's official personnel file. Another point worthy of note is that the majority of FAP referrals are self-referrals. Management is aware of the employee's problem and treatment only if he/she gives written consent.

C. Publicity: In the short time it has been in existence, the EAP has developed several methods to advertise its services. The most common source of information about FAP is word of mouth. The EAP also relies on posters displayed in Agency buildings, brochures, and presentations given to new employees and pertinent Agency courses/seminars.

CONFIDENTIAL

CONFIDENTIAL

25X1  
25X1  
D. Statistics and Current Status: The EAP has experienced growth in terms of the number of employees who have used its services. In FY 1985 the Counseling Branch handled [ ] referrals and in FY 1986 the figure was [ ]. At the present time the most common problem handled by the EAP is marital/family related and the second most common is financial. In dealing with employee problems, the EAP counselors routinely call individuals after appropriate help has been arranged to learn how the employee is progressing. This follow up may also include sessions with the EAP counselor.

2. In examining assistance programs available to Agency employees, the MAG found that employees are taking advantage of the EAP and that it provides a very useful service. As more employees learn of the EAP's existence, we anticipate an increase in its use.

CONFIDENTIAL